

RECREATION AOTEAROA

JOB DESCRIPTION

Job Title: Events Coordinator (Fixed Term 3 months) 20 hours per week

Reports to: Events Manager

Organisational Team: Business Services

PURPOSE

- Coordinate end-to-end event management of all aspects, which include but are not limited to event administration, venue, catering, supplier management, speaker acquisition and liaison, MC Scripts and other event logistics to ensure a successful event
- Ensure the financial success of each event is maintained by adhering to each event budget and each line item within the budget.

SPECIFIC DUTIES AND RESPONSIBILITIES

Event Coordination

- Support the end-to-end event management process for each event
- Be the primary contact for all registration, trade and speaker queries.
- Liaise with the Marketing and Communications Coordinator to ensure all event marketing dates are met, and all event marketing collateral is produced.
- Coordinate with all event venues, function venues and event suppliers
- Provide support to event registrants to ensure a high level of service is maintained
- Communicate with the Membership & Administration Coordinator to ensure accurate and timely invoicing is being maintained
- Ensure each event budget is updated and maintained by adhering to each line item within the budget.
- Check that all event financial obligations are met.
- Support the Recreation Aotearoa Awards process.

Health and Safety

All employees have a responsibility to work towards keeping a safe and healthy work environment by practising safe work methods, identifying workplace hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- Taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person;
- reporting any hazards you become aware of in the workplace;
- observing all safety policies, procedures and precautions;
- notifying your manager immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- notifying your manager within 24 hours of filing any ACC claim for a work-related accident or gradual process injury, and provide your manager with copies of relevant medical information specific to your claim

GENERAL DUTIES AND RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources with accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE AND EDUCATION

- Relevant event coordination qualification or equivalent work experience
- Ability to manage multiple tasks, effective problem-solving, and to think on your feet
- A strong customer service ethos and confidence to embrace high standards
- A strong attention to detail
- Ability to use initiative and work autonomously
- Effective business communication skills (written, verbal, listening and presentation delivery)
- Intermediate/advanced MS Office Suite experience.
- Respect for privacy and confidentiality of personal information
- A good sense of humour and positive attitude